

CHILDREN & FAMILIES COMMISSION OF FRESNO COUNTY

***Special Meeting
June 20, 2001 - 2:00 p.m.***

***Children & Families Commission Offices
University of California Building
550 E. Shaw, Suite 215
Fresno, CA***

AGENDA ITEM NO. 1

Recommendations:

Approve Commission Minutes-June 6, 2001

MINUTES OF THE JUNE 6, 2001 MEETING

Present: Executive Director Steve Gordon, Chair Bob Waterston, Vice Chair Luisa Medina, Commissioners Gary Carozza, Marion Karian, Roseanne Lascano, Kathleen McIntyre, LeeAnn Parry, Oscar Sablan

Absent: None

A quorum was established and Commissioner Waterston called the meeting to order at 2:37 p.m. and adjourned for Closed Session. Commissioner Waterston called the Regular Meeting to order at 3:15 p.m.

1. Report of Closed Session

Commissioner Waterston stated that action taken during the closed session concerned personnel issues, which are not for public record. He also stated that discussion was held on streamlining for future meetings, and that in an effort to expedite the meetings, public comment would be limited to three (3) minutes per person without rebuttal.

2. Approve Commission Minutes – May 5, 2001

Commissioner Medina moved to approve the May 5, 2001 minutes as presented. The motion was approved with no objections.

3. Discuss and Approve Recommendations of Contractor for Evaluation.

Executive Director Gordon introduced Carmen T. Mendoza, staff Evaluation Analyst, and Dr. Barbara Aved, State Consultant, to make the presentation. Mendoza reported that the RFP was publicized in the local media and on the state Commission web site, and was mailed directly to 28 potential providers. Eight letters of intent were received; four proposals were submitted. Staff decided to interview all four companies submitting proposals. Interviews were held on June 5, with a scoring algorithm developed to analyze each presenter. Presentations included a demonstration of software and Internet capabilities. Of the four interviewees, one company scored well above the other three. Staff recommendation is to contract with SG Associates, LLC, from San Francisco. SG Associates will provide a team of experts in evaluation; they currently have a contract locally with UCSF-Fresno Medical Education program, and will have a staff person located in the Fresno area soon. Budget for this evaluation process is

approximately \$668,888 per year. The contract will be for one year with provision to extend for additional years. CFC will have licensing rights for duration of contract, plus option to purchase at the end of the contract.

Commissioner Medina moved to approve staff recommendation and award the evaluation contract to SG Associates for the evaluation component (Sablan second). Motion carried, 7-1 (Carozza against).

4. Discuss and Approve the Commission's Leveraging Application for those Agencies who were awarded funds under the State Department of Education (SDOE) Application MB 00-28 and/or MB 00-29

Director Gordon reminded Commissioners that in February 2001 approximately \$4M was set aside from this year's revenue to leverage with money from the SDOE to increase daycare slots countywide. Grants from SDOE have not yet been announced. The CFC application process will be through the local planning council as the local agency handling SDOE moneys.

Commissioner Medina commented that she would like to see the timeframe shortened for the application process, based on the limited number of eligible applicants and questioned one of the entities named for the review process, the Fresno Area Childcare Consortium (FACC). Mary Arriaga, Child Care Coordinator, Local Planning Council, stated the FACC does have authority to provide training for child development. Commissioner Carozza also asked about the legislative mandate (statutes or legislative authority) of the FACC. The Commissioners agreed by consensus the Commission's rules for conflict of interest must be followed and that members of reviewing agencies or those who have already received funding through the Commission would not be reviewing their own applications. Vickie Hoyle, Fresno County EOC, asked about the cap amount in the RFP, since the number of eligible applicants is not yet known. Director Gordon responded that from previous experience with RFPs having no caps, some applicants apply for the full amount, and the Commission has made the decision to cap maximum amounts for funding in order to ensure that the moneys will be more evenly distributed. Arriaga told the Commission that she was confident there would be more than one eligible applicant, as SDOE would award all the funds they had, starting with Priority 1 candidates and continuing through priority levels until all funds were awarded.

Commissioner Medina moved to approve the release of the RFP contingent on staff collecting information on the legislative authority of Fresno Area Childcare Consortium and shortening the time frame for receipt of the applications to no more than three (3) weeks (Carozza second). Motion carried unanimously.

5. Discuss and approve funding recommendations for the Mini-Grant Program

Executive Director Gordon stated that as of May 15, 2001, we received a total of 41 applications for the second round of the Mini-Grant program. Of these 41 applications, 10 were returned to the applicants because they did not pass the initial staff review. Thirty-one applications are presented for Commission review. Utilizing the same benchmark of \$200 per child as used in the first round of grants, staff's funding recommendations total approximately \$75,600. These awards will bring the total Mini-Grant awards to approximately \$150,000, \$50,000 over the budgeted amount for FY 00-01; the additional \$50,000 is available in unallocated funds within the overall budget. Commissioner Carozza raised a question about overall budget status, including revenue, allocations and encumbrances. Commissioner Medina questioned the reduction in grant approval amounts for several daycare providers whose requests seemed to be the same as or very similar to other requests that were fully funded or funded to a higher level. She requested that the following grant applications be pulled for further consideration of additional funds for capital requests: Linda Whitbey Day Care, Emma's Day Care, Azparren Family Child Care, Kahlon Kids, Chittum Day Care, Gloria's Child Care, Holley Day Care, and

Thomason Day Care. In addition, the grant for the Childhood Immunization Coalition was pulled (this was a round one application not approved at the last meeting for lack of quorum). Conflict of Interest Disclosure advised from Commissioners Carozza and Parry on the Childhood Immunization Coalition grant. Commissioner Medina moved (Sablan second) that the remaining mini-grants be approved as recommended. The motion carried by unanimous vote. Commissioner Medina moved that the Childhood Immunization Coalition grant be approved as recommended (Sablan second). The motion carried, 6-0, with 2 abstentions (Carozza and Parry). Commissioner McIntyre noted that the Linda Whitbey Day Care grant was recommended for full funding. Commissioner Medina moved (McIntyre second) that this grant be approved as recommended; motion carried. By consensus, the Commission directed staff to work with the remaining grant applicants regarding the issues which were separate and apart from educational materials and bring revised grant recommendations to the next meeting.

6. Discuss and Approve Renewal of Legal Counsel Contract with Fresno County.

Director Gordon stated that the current contract with Fresno County expires June 30. Renewal for FY2001-02 is recommended, at a cost of \$20,000. Commissioner Medina moved (Carozza second) to renew the contract at a cost of \$20,000 for FY 2001-02. Motion carried unanimously.

7. Present and Discuss the Draft Operating Budget for FY2001-2002.

Director Gordon stated the Commission is coming to the end of its first full year of operation and is still working with the CPA firm to get budgeting and financial software in place. He directed the Commissioners' attention to the draft administrative budget they received in their board packet, and emphasized that this item was for discussion only, with further revisions to come to the Commission at the next meeting for vote. Commissioner Carozza requested legal counsel opinion on whether an operating budget needs to be adopted by June 30, as well as completion date for an audit for FY2000-01. Counsel stated that a budget should be adopted by June 30, but, as a separate agenda item, the Commission could extend the current budget to cover the period until the current fiscal year books are closed. Director Gordon stated that the audit deadline was sometime in October. Carozza questioned when a draft of the total operating budget would be available, as what is being presented was only the administrative budget. He also cited the need for the budget to be noticed to the public as well as discussed and adopted by the Commission prior to June 30. Director Gordon stated that a total operating budget was awaiting the finalization of the revised strategic plan, as that plan drives the funding priorities. Commissioner Lascano requested that a line item budget comparison (actual vs. proposed) be prepared. By consensus, a special meeting to discuss the budget was set for June 20, 2 p.m., in the Commission offices. No further discussion on the proposed administrative budget presented.

8. Commissioner opportunity to express opinions about what we have learned this first year.

Each commissioner expressed their opinions on their experiences this past year serving on the Commission.

- Commissioner McIntyre expressed her thanks to staff for their hard work and sincere effort to get the money into the hands of those working directly with the children.
- Commissioner Carozza said he felt the process of compromise is encouraging, that the commission has bridged some of the initial barriers and gained new support and respect for county programs.
- Commissioner Parry, as a brand new commissioner, stated she was still in the learning phase, but appreciates the hard work of the Commission and staff.
- Chairman Waterston stated he "loves to sign those checks", and thanked staff and his fellow commissioners for their time and effort to make the program work.

- Commissioner Medina stated she has had a marvelous time; that Prop. 10 funding is designed to fulfill needs in increasing the service capacity in the county and it is succeeding in doing that. She would like to see services that are more comprehensive and integration of all services in the future, as there are still many gaps to be filled.
- Commissioner Lascano has learned a lot, and feels the Commission can make and is making a difference especially through the smaller grants.
- Commissioner Sablan echoed the feelings of the other commissioners, and stated he feels that the mini-grant program, getting moneys to the grassroots, is the heart of the program. He would like to see the commission going out more into the communities, especially the rural areas, to find providers who have needs that could be fulfilled and help them in completing grant applications, etc.
- Commissioner Karian stated she is pleased with the incredible opportunity to make a difference that Prop. 10 has provided. She particularly likes the inclusiveness and openness in the development of programs.

Chairman Waterston gave County Counsel and the Executive Director an opportunity to reflect on their experiences the first year. Counsel Perez stated she requested to be involved with this Commission because she believes the Prop. 10 programs can make a difference, and is delighted with the creativity that the commission has introduced and the public input that has been requested and received. Director Gordon reflected on the importance of the work being done, the growing pains, and lessons learned during the first year. He sees California's Prop. 10 programs as a model for the nation if it proves successful.

9. Public Comment

- Pamela Thomason, Thomason Day Care, thanked the commission for the funding received.
- Eva Torres, Radio Bilingüe, asked about a new program to conduct focus groups in farm worker communities to assess needs, and requested that the needs of all farm working communities be represented, all languages serviced, specifically the inclusion of the Mixteco communities. Director Gordon responded that he will be meeting with Commission directors from the surrounding counties and the consultant hired for the project tomorrow to receive a progress report and map strategy on how best to continue with this program.
- Joan Schlesing, California Council of Churches, thanked the Commission for the funding to expand their program. She reported on a successful workshop held June 5 with 16-20 congregations represented interested in starting or expanding centers.
- Catherine Martin, San Joaquin Valley Health Consortium, stated that one outcome of the programs provided by the Commission has been the ability for grant receivers to network, learn from each other, share resources and understand what everyone one else is doing.
- Eloise Gilbert, Fresno County Health Department, questioned whether meetings would be held to revise the Strategic Plan and requested notification of any such meetings.
- Vickie Hoyle, Fresno County EOC, requested that the Commission review the way that money is awarded, the consistency of policies, and the seeming lack of integration with other programs. She questioned whether currently focus is true to the intentions of Prop. 10. She would like to see more creativity in the commission's strategic plan and the problems attacked in such a way that the community can move forward.
- Thu Pavy, Pavy Day Care, expressed her gratitude for the grant awarded to her.

Adjournment

Commissioner Waterston adjourned the meeting at 4:30 p.m.